



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction
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MEMORANDUM NO. 2009-043

TO: School District Superintendents
School District Registrar
District Records Officer(s)

FROM: Samantha Mills, WDE Records Officer
Administration

DATE: March 6, 2009

SUBJECT: Changes to District Archiving Retention Policy

INFORMATION TO SHARE

The Wyoming State Archives has recently adopted a policy that requires school districts to maintain permanent student records for ten (10) years prior to sending them to archives. The agency is also considering changing several retention policies from permanent to limited retention periods. In addition, State Archives will only accept records scheduled for permanent retention. All other files must be stored “in-house” by the districts. This would not affect records already stored by State Archives.

Due to space constraints and limited staff, State Archives is reviewing and requesting input on possible changes to retention policies. These changes would alter the permanent retention period status on some records making the districts responsible for the retention of the following records:

- High school transcripts for graduates: change from permanent to 90 years;
- Files for graduates and immunization records: change to 50 years;
- Dropped student records from elementary and junior high schools: change to 20 years from time student leaves the school.

If you need further explanation, or you have suggestions on how to reduce existing retention periods for Wyoming school records, please contact your State Archives representative.

Attachment (1)



Wyoming State Archives
Barrett Building
2301 Central Avenue
Cheyenne, WY 82002

February 18, 2009

Dear Registrar and School District Records Officer,

Due to space constraints and increasing demands on staff time, the Wyoming State Archives is adopting a policy, effective immediately, requiring schools or school district offices to maintain student records scheduled for permanent retention at least 10 years before transferring them to the Archives.

This policy does not affect records already in the Archives. We will not be returning records to schools.

We understand that this will create storage challenges for some schools, but we must take measures to reduce the flow of records coming into the Archives. Given the current economic climate, we may not be able to expand our storage capacity for quite some time.

Because of these issues we are also re-evaluating some records retention schedules. Currently, records of students who dropped out of school or left the district before graduating must be maintained if a permanent record card is not available. Is this necessary? Also, we are considering dropping the permanent status from records of graduates. The following retention periods are suggested:

High school transcripts for graduates: 90 years
Files for graduates and immunization records: 50 years
Dropped student records and records from elementary and junior high schools:
20 years after student left the school

If you have any opinions about these suggested schedules, or other suggestions for reducing records retention periods for any Wyoming school records, please contact me.

Sincerely,


Curtis Greubel
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Wyoming State Archives
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Roger Joyce
State Archivist



Dave Freudenthal, Governor
Milward Simpson, Director